



STATE OF WASHINGTON

## CONSERVATION COMMISSION

*PO Box 47721 • Olympia, Washington 98504-7721 • (360) 407-6200 • FAX (360) 407-6215*

**To: Puget Sound Conservation Districts**  
**From: Cheryl Witt, Grants Program Manager**  
**Date: March 14, 2005**  
**Subject: Puget Sound Work Plan Grant Application**

---

Enclosed is the application for the FY2006-07 Puget Sound Work Plan Grant. It is also available on the Commission website: [Puget Sound Work Plan Grant Application](#)

The legislature has not yet agreed on the state budget. However, we ask that you develop your grant application based on what we see so far in the budget process. Of course, we will not know the exact funding level until the Governor signs the budget bill. For the purposes of this application, your district is eligible to apply for \$67,900 for the biennium.

Your project Work Plan and Budget must relate to Puget Sound and the 2005-2007 Puget Sound Work Plan. Please coordinate with your Puget Sound Action team local liaison to complete the application; then return it to the Commission. Grants staff will work with you to develop a grant contract.

Puget Sound Work Plan Grant Applications are due June 14, 2005. (See Conservation Commission, Grants Administrative Procedures, Chapter II, Section B for discussion on grant application deadlines). One original application is required.

Please direct any questions you have to the Commission grants staff.

**WASHINGTON STATE CONSERVATION COMMISSION  
FY 2006-2007 PUGET SOUND WORK PLAN GRANT APPLICATION**

FORM A. GRANT APPLICATION FACE SHEET

PAGE 1 of \_\_

<b>1) Project Name:</b>																							
<b>2) Conservation District:</b> Name and Address	<b>3) Grant Contact Person:</b> Name, Title, Address, Phone Number																						
<b>4) Federal Tax Identification Number:</b>																							
<b>5) Project Primary Focus:</b> Protect and Restore Puget Sound																							
<b>6) FY 2006-07 Puget Sound Work Plan - Priorities:</b> select any that apply to your project:  <table style="width: 100%; border: none;"><tr><td style="width: 33%; vertical-align: top;"><input type="checkbox"/> Clean up contaminated sites &amp; sediment.</td><td style="width: 33%; vertical-align: top;"><input type="checkbox"/> Reduce continuing toxic contamination &amp; prevent future contamination.</td><td style="width: 33%; vertical-align: top;"><input type="checkbox"/> Reduce harmful impacts from stormwater runoff.</td></tr><tr><td style="vertical-align: top;"><input type="checkbox"/> Prevent contamination from sewage systems, onsite septic &amp; other nonpoint sources.</td><td style="vertical-align: top;"><input type="checkbox"/> Protect shorelines &amp; critical areas that provide important ecological functions.</td><td style="vertical-align: top;"><input type="checkbox"/> Restore degraded nearshore &amp; freshwater habitats.</td></tr><tr><td></td><td></td><td style="vertical-align: top;"><input type="checkbox"/> Conserve &amp; recover orca, salmon, and groundfish.</td></tr></table>			<input type="checkbox"/> Clean up contaminated sites & sediment.	<input type="checkbox"/> Reduce continuing toxic contamination & prevent future contamination.	<input type="checkbox"/> Reduce harmful impacts from stormwater runoff.	<input type="checkbox"/> Prevent contamination from sewage systems, onsite septic & other nonpoint sources.	<input type="checkbox"/> Protect shorelines & critical areas that provide important ecological functions.	<input type="checkbox"/> Restore degraded nearshore & freshwater habitats.			<input type="checkbox"/> Conserve & recover orca, salmon, and groundfish.												
<input type="checkbox"/> Clean up contaminated sites & sediment.	<input type="checkbox"/> Reduce continuing toxic contamination & prevent future contamination.	<input type="checkbox"/> Reduce harmful impacts from stormwater runoff.																					
<input type="checkbox"/> Prevent contamination from sewage systems, onsite septic & other nonpoint sources.	<input type="checkbox"/> Protect shorelines & critical areas that provide important ecological functions.	<input type="checkbox"/> Restore degraded nearshore & freshwater habitats.																					
		<input type="checkbox"/> Conserve & recover orca, salmon, and groundfish.																					
<b>7) Resource(s) Impacted by Project:</b> select one or more  <table style="width: 100%; border: none;"><tr><td style="width: 33%; vertical-align: top;"><input type="checkbox"/> All</td><td style="width: 33%; vertical-align: top;"><input type="checkbox"/> Marine Water</td><td style="width: 33%; vertical-align: top;"><input type="checkbox"/> Stream/River</td></tr><tr><td style="vertical-align: top;"><input type="checkbox"/> Estuary</td><td style="vertical-align: top;"><input type="checkbox"/> Plant Species</td><td style="vertical-align: top;"><input type="checkbox"/> Water</td></tr><tr><td style="vertical-align: top;"><input type="checkbox"/> Fish</td><td style="vertical-align: top;"><input type="checkbox"/> Public</td><td style="vertical-align: top;"><input type="checkbox"/> Watershed</td></tr><tr><td style="vertical-align: top;"><input type="checkbox"/> Ground Water</td><td style="vertical-align: top;"><input type="checkbox"/> Salmonid</td><td style="vertical-align: top;"><input type="checkbox"/> Wetland</td></tr><tr><td style="vertical-align: top;"><input type="checkbox"/> Lake</td><td style="vertical-align: top;"><input type="checkbox"/> Shellfish</td><td style="vertical-align: top;"><input type="checkbox"/> Wildlife</td></tr><tr><td style="vertical-align: top;"><input type="checkbox"/> Land</td><td style="vertical-align: top;"><input type="checkbox"/> Shoreline</td><td style="vertical-align: top;"><input type="checkbox"/> Other</td></tr></table>			<input type="checkbox"/> All	<input type="checkbox"/> Marine Water	<input type="checkbox"/> Stream/River	<input type="checkbox"/> Estuary	<input type="checkbox"/> Plant Species	<input type="checkbox"/> Water	<input type="checkbox"/> Fish	<input type="checkbox"/> Public	<input type="checkbox"/> Watershed	<input type="checkbox"/> Ground Water	<input type="checkbox"/> Salmonid	<input type="checkbox"/> Wetland	<input type="checkbox"/> Lake	<input type="checkbox"/> Shellfish	<input type="checkbox"/> Wildlife	<input type="checkbox"/> Land	<input type="checkbox"/> Shoreline	<input type="checkbox"/> Other			
<input type="checkbox"/> All	<input type="checkbox"/> Marine Water	<input type="checkbox"/> Stream/River																					
<input type="checkbox"/> Estuary	<input type="checkbox"/> Plant Species	<input type="checkbox"/> Water																					
<input type="checkbox"/> Fish	<input type="checkbox"/> Public	<input type="checkbox"/> Watershed																					
<input type="checkbox"/> Ground Water	<input type="checkbox"/> Salmonid	<input type="checkbox"/> Wetland																					
<input type="checkbox"/> Lake	<input type="checkbox"/> Shellfish	<input type="checkbox"/> Wildlife																					
<input type="checkbox"/> Land	<input type="checkbox"/> Shoreline	<input type="checkbox"/> Other																					
<b>8) Project Activities:</b> select one or more  <table style="width: 100%; border: none;"><tr><td style="width: 33%; vertical-align: top;"><input type="checkbox"/> Assessment</td><td style="width: 33%; vertical-align: top;"><input type="checkbox"/> Facility Acquisition</td><td style="width: 33%; vertical-align: top;"><input type="checkbox"/> Organization</td></tr><tr><td style="vertical-align: top;"><input type="checkbox"/> Construction</td><td style="vertical-align: top;"><input type="checkbox"/> Implementation</td><td style="vertical-align: top;"><input type="checkbox"/> Planning</td></tr><tr><td style="vertical-align: top;"><input type="checkbox"/> Design</td><td style="vertical-align: top;"><input type="checkbox"/> Land Acquisition</td><td style="vertical-align: top;"><input type="checkbox"/> Remediation</td></tr><tr><td style="vertical-align: top;"><input type="checkbox"/> Easement Acquisition</td><td style="vertical-align: top;"><input type="checkbox"/> Maintenance</td><td style="vertical-align: top;"><input type="checkbox"/> Research</td></tr><tr><td style="vertical-align: top;"><input type="checkbox"/> Education</td><td style="vertical-align: top;"><input type="checkbox"/> Management</td><td style="vertical-align: top;"><input type="checkbox"/> Restoration</td></tr><tr><td style="vertical-align: top;"><input type="checkbox"/> Engineering</td><td style="vertical-align: top;"><input type="checkbox"/> Mapping</td><td style="vertical-align: top;"><input type="checkbox"/> Rights Acquisition</td></tr><tr><td style="vertical-align: top;"><input type="checkbox"/> Eradication</td><td style="vertical-align: top;"><input type="checkbox"/> Monitoring</td><td style="vertical-align: top;"><input type="checkbox"/> Other</td></tr></table>			<input type="checkbox"/> Assessment	<input type="checkbox"/> Facility Acquisition	<input type="checkbox"/> Organization	<input type="checkbox"/> Construction	<input type="checkbox"/> Implementation	<input type="checkbox"/> Planning	<input type="checkbox"/> Design	<input type="checkbox"/> Land Acquisition	<input type="checkbox"/> Remediation	<input type="checkbox"/> Easement Acquisition	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Research	<input type="checkbox"/> Education	<input type="checkbox"/> Management	<input type="checkbox"/> Restoration	<input type="checkbox"/> Engineering	<input type="checkbox"/> Mapping	<input type="checkbox"/> Rights Acquisition	<input type="checkbox"/> Eradication	<input type="checkbox"/> Monitoring	<input type="checkbox"/> Other
<input type="checkbox"/> Assessment	<input type="checkbox"/> Facility Acquisition	<input type="checkbox"/> Organization																					
<input type="checkbox"/> Construction	<input type="checkbox"/> Implementation	<input type="checkbox"/> Planning																					
<input type="checkbox"/> Design	<input type="checkbox"/> Land Acquisition	<input type="checkbox"/> Remediation																					
<input type="checkbox"/> Easement Acquisition	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Research																					
<input type="checkbox"/> Education	<input type="checkbox"/> Management	<input type="checkbox"/> Restoration																					
<input type="checkbox"/> Engineering	<input type="checkbox"/> Mapping	<input type="checkbox"/> Rights Acquisition																					
<input type="checkbox"/> Eradication	<input type="checkbox"/> Monitoring	<input type="checkbox"/> Other																					

**9) Project Duration:**

Start Date: July 1, 2005

End Date: June 30, 2007

**10) Project Costs:**

Total Project Cost \$

Grant Request \$ 67,900

**11) Project Summary:** *Briefly (in 150 words or less) describe your project and how it relates to the 2005-2007 Puget Sound Work Plan.*

**12) Puget Sound Action Team:** The District has reviewed this grant application with the Puget Sound Action Team Local Liaison, \_\_\_\_\_(name) who found that the proposed project activities address ongoing and/or priorities of the 2005-2007 Puget Sound Work Plan.

**13) District:** I certify to the best of my knowledge that the information in this application is true and correct and that I am legally authorized to sign and submit this application on behalf of the district.

\_\_\_\_\_  
**Printed Name of Authorized Signatory**

\_\_\_\_\_  
**Signature of Authorized Signatory**

\_\_\_\_\_  
**Title of Authorized Signatory**

\_\_\_\_\_  
**Date Signed**

***Instructions***

*The FY 2006-2007 Puget Sound Work Plan Grant Application deadline is June 14, 2005*

*Send one original, including supporting documents to:*

***Conservation Commission, Attention: Grant Application, PO Box 47721, Olympia, WA 98504-7721.***

**WASHINGTON STATE CONSERVATION COMMISSION  
FY 2006-2007 PUGET SOUND WORK PLAN GRANT APPLICATION**

FORM B. GRANT APPLICATION CHECKLIST

PAGE \_\_\_ of \_\_\_

**Instructions** *This checklist is included to help the district and Commission staff keep track of grant application forms. Check boxes when each form is completed. After the application is complete, add page numbers.*

- ☐ **FORM A: GRANT APPLICATION FACE SHEET**
- ☐ **FORM B: GRANT APPLICATION CHECKLIST**
- ☐ **FORM C: MANAGEMENT STANDARDS CERTIFICATION**
- ☐ **FORM D: PROPOSED PROJECT**
- ☐ **FORM E: GRANT BUDGET**

**WASHINGTON STATE CONSERVATION COMMISSION  
FY 2006-2007 PUGET SOUND WORK PLAN GRANT APPLICATION**

FORM C. MANAGEMENT STANDARDS CERTIFICATION

PAGE 3 of \_\_\_\_

**CONSERVATION DISTRICT ELIGIBILITY** Puget Sound Work Plan Grants are available only to districts that demonstrate program and money management ability by meeting the Management Standards adopted by the Commission. A district may deviate from the standards 1) for an approved Reasonable Alternative; or 2) during implementation of an approved Action Plan to meet the standards. (See Conservation District Procedure Manual, Chapter V, Part A) Applications for Commission funding require that current certification forms are on file with the Commission.

**Instructions** Complete the Certification Statement in the box below. Check the box that applies to your district. Follow the additional instructions for Boxes 2 and 3.

**MANAGEMENT STANDARDS CERTIFICATION STATEMENT**

I certify that the \_\_\_\_\_ Conservation District

1. ☐ Certification Forms dated \_\_\_\_\_ are on file with the Commission. The District still meets these requirements.
2. ☐ Management Standards Certification forms are included as Attachments C - \_\_\_\_ and C - \_\_\_\_.
3. ☐ Requests a Deviation from Management Standards. The Deviation from Management Standards Form is included as Attachment C - \_\_\_\_.

**Signature**

\_\_\_\_\_  
Printed Name of Authorized Signatory

\_\_\_\_\_  
Signature of Authorized Signatory

\_\_\_\_\_  
Title of Authorized Signatory

\_\_\_\_\_  
Date Signed

PAGE \_\_\_\_ of \_\_\_\_

*Be sure to include the components for measuring effectiveness by incorporating either a water quality screening plan or monitoring plan (Grants Administrative Procedures, Chapter II, page 8) into each respective Intermediate Outcome.*

- 1. What ongoing Issues and/or Priorities of the 2006-07 Puget Sound Work Plan will be addressed by your proposed project?**
- 2. What are the ultimate outcomes your proposed project will work to achieve?** *(See definitions in the example below)*

**3. How will your project work to achieve the ultimate outcomes included in question 2?**

---CONTINUED ON NEXT PAGE---

---CONTINUED FROM PREVIOUS PAGE---

**Task 1.1.2:** Provide Technical and Financial Assistance to cooperators in the XYZ Watershed for implementation of BMPs:

- Prioritize cooperator requests for assistance based on the districts prioritization process.
- Provide technical assistance to cooperators for the planning required for implementation of BMPs.
- Administer and distribute cost share to prioritized cooperators.
- Utilize the project screening plan to evaluate effectiveness of implementation activities.

*Task 1.1.2 Time Frame*

- *A prioritized list of cooperators will be completed by Jan 2006.*
- *20 cooperators will receive technical assistance for conservation planning by Mar 2006.*
- *Report results of screening plan in final report of accomplishments.*

**Task 1.1.3:** Provide effective project administration and management to maximize successful achievement of intermediate outcome:

- Conservation district supervisors will provide overall project direction with day-to-day administration by district staff.
- Progress made on this intermediate outcome will be evaluated by district supervisors at monthly board meetings.
- Report the progress for achieving this intermediate outcome by utilizing the Puget Sound Work Plan Grant Activity Report Form.

*Task 1.1.3 Time Frame*

- *An Annual Report on all project activities July 1, 2005 through June 30, 2006 is due July 10, 2006.*
- *An Annual Report on all project activities July 1, 2006 through June 30, 2007 is due July 10, 2007.*

**WASHINGTON STATE CONSERVATION COMMISSION  
FY 2006-2007 PUGET SOUND WORK PLAN GRANT APPLICATION**

FORM E1. GRANT BUDGET

PAGE \_\_\_ of \_\_\_

**BY FUNDING SOURCE**

**1. GRANT REQUEST**

Total Grant Request 1. \$ \_\_\_\_\_

**2) MATCH** – There is no match requirement for this grant.

Contributing Entity	Type of Match (Cash, in kind, etc.)	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
		Total Match 2. \$ _____

TOTAL PROJECT COST (1 + 2) \$ \_\_\_\_\_

**BY WORK PLAN ULTIMATE OUTCOMES**

*Estimate the Total Project Cost (includes Grant Request & Match Amounts) by Ultimate Outcome. Include all the costs of all the Intermediate Outcomes and their respective Tasks it takes to achieve the Ultimate Outcome.*

Outcomes:	Costs
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	
11)	
12)	
13)	
14)	
<b>TOTAL</b>	



**WASHINGTON STATE CONSERVATION COMMISSION  
FY 2006-2007 PUGET SOUND WORK PLAN GRANT APPLICATION**

FORM E2. GRANT BUDGET

PAGE \_\_\_ of \_\_\_

<b>BY BUDGET OBJECT</b>			
	<b>(A) GRANT REQUEST</b>	<b>(B) MATCH</b>	<b>(C) PROJECT TOTAL</b>
<b>SALARIES</b>			
<b>BENEFITS</b>			
<b>TRAVEL</b>			
<b>EQUIPMENT</b> <i>(specify)</i>			
<b>GOODS &amp; SERVICES</b>			
<b>CONTRACTS</b> <i>(specify)</i>			
<b>OTHER</b> <i>(specify)</i>			
<b>OVERHEAD COSTS</b> Use <u><b>only one</b></u> of the three following methods:			
<b>1) Direct Costing Method</b>			
Salary/Benefits			
Travel			
Equipment <i>(specify)</i>			
Goods & Services			
Other <i>(specify)</i>			
<b>2) 25% Overhead Method</b> <i>(No more than 25% of all Salaries/ Benefits)</i>			
<b>3) 10% Overhead Method</b> <i>(No more than 10% of Total Grant Amount)</i>			
<b>TOTALS</b>			